

**INSTRUCTIONS FOR
TESTING, INSPECTION AND OBSERVATION PROGRAM FORM
(Sections A – E)**

General Instructions

This form is intended to assist design professionals in organizing the requirements of Title 24, Part 1, (Sections 7-141, 7-145, 7-149, 7-151), in regards to a Testing, Inspection, and Observation (TIO) Program. When approved for a specific project by the Office of Statewide Health Planning and Development (OSHPD), Facilities Development Division (FDD), this TIO Program is considered to be part of the approved construction documents. This generic format may be reproduced and edited, but the essential elements described in Title 24, Part 1, must be maintained. The TIO Program must be made specifically appropriate for either OSHPD 1 (Hospitals) or OSHPD 2 (typically Skilled Nursing Facilities) projects. Tests or inspections not specifically listed in Sections B or C may be added to the appropriate section under OTHER TESTS or OTHER INSPECTIONS.

Note that while many of the tests and inspections required by the code are included on the attached forms, they are not intended to provide an exhaustive list of tests and inspections. The attached forms are provided as a suggested format for complying with the requirements of the code. Use of the attached forms is not required for compliance with the applicable codes. However, whether the attached guideline or another format is used, it is the responsibility of the architect or engineer in responsible charge to ensure that all tests, inspections and observations required by code are included in the program.

Before the Building Permit may be approved and issued, OSHPD/FDD must have approved the following documents:

- Construction drawings and specifications
- Inspector(s) of Record (IOR). See 7-141(f)
- A Testing, Inspection, and Observation Program

Approval of Testing Laboratories firms and Individuals may be deferred.
See 7-141(d, e, f, g, h); 7-149; 7-151(e)

Section A

This section identifies the specific project that the TIO Program form applies to:

- FACILITY NAME – As shown on the Facility License issued by the Department of Health Services
- ADDRESS/STREET - The physical location of the construction project
- CITY – The city where the project is located
- TITLE OF PROJECT – As shown on the Application for Plan Review
- PROJECT NUMBER – As assigned by OSHPD
- INCREMENT, PHASE OR SUB NUMBER – As assigned by OSHPD
- FACILITY ID NUMBER – As assigned by OSHPD (a five character ID)

Section B

This section shall identify specific tests required by Title 24, Parts 2, 3, 4, or 5 for the above project. Many tests required by Title 24 are included. Some documents referenced by the designer (pre-approvals, IRs) may require special testing not directly required by Title 24, these must also be referenced and included. Tests may be grouped by subject matter for clarity. OSHPD Plan Review staff will review and approve this list of tests for accuracy and completeness. OSHPD Field Staff will review and approve the firms or individuals conducting the tests prior to issuing the Building Permit or prior to related work commencing. Section B layout shall include the following:

- **TESTS COLUMN**- A description by the design professional of the required tests grouped by discipline or subject matter. Reference the code section for required tests or reference approved plans or specifications for designer required tests.
- **N/A COLUMN** - If this generic TIO Program list of tests is used, indicate those tests which are not applicable (N/A) for a particular project.
- **RESPONSIBLE FIRM OR INDIVIDUAL** - Indicate which firm or individual is responsible to carry out the test. This shall be a Testing Laboratory or Certified Individual.
- **CONSTRUCTION VERIFICATION / IOR** - Once all tests of this specific kind are satisfactorily completed and documented, the IOR shall verify the completion with an initial and date.
- **OFFICE USE ONLY CONSTRUCTION ACCEPTANCE / FDD** - At least one OSHPD field staff (Area Compliance Officer (ACO), Fire & Life Safety Officer (FLSO), and District Structural Engineer (DSE)) will confirm the acceptance of an individual test with an initial and date. If no DSE is assigned to a particular project, the ACO shall initial acceptance of a test designated for DSE.

Section C

This section shall identify specific special inspections required by Title 24, Parts 2, 3, 4, or 5 for the above project. Some inspections required by Title 24, are included. Inspections may be grouped by subject matter for clarity. OSHPD Plan Review staff will review and approve this list of inspections for accuracy and completeness. OSHPD Field Staff will also review and approve the individuals conducting the inspections prior to issuing the Building Permit or prior to related work commencing. Section C layout shall include the following:

- **INSPECTIONS COLUMN** - A description by the design professional of the required inspections grouped by discipline or subject matter. Reference the code section for required inspections or reference approved plans or specifications for designer required inspections.
- **N/A COLUMN** - If this generic TIO Program list of inspections is used, indicate those inspections which are not applicable (N/A) for a particular project.
- **RESPONSIBLE INDIVIDUAL** - Indicate which individual is responsible to carry out the inspections.

- **CONSTRUCTION VERIFICATION / IOR** - Once all inspections of this specific kind are satisfactorily completed and documented, the IOR shall verify the completion with an initial and date.
- **OFFICE USE ONLY CONSTRUCTION ACCEPTANCE / FDD** - At least one OSHPD field staff will confirm the acceptance of an individual inspection with an initial and date. If no DSE is assigned to a particular project, the ACO shall initial acceptance of an inspection designated for DSE.

Section D

The design professional in charge is responsible for fully describing the observations being proposed for OSHPD acceptance and for identifying who shall observe the elements of construction and when they shall be observed. Section D coordinates this effort into a table.

The rows of the table are the individual elements of construction to be observed. The columns of the table are the individuals, who must perform the observations. The required individuals are identified in Title 24, Part One, and may include: Geotechnical Engineer, Architect, Structural Engineer, Mechanical Engineer, Electrical Engineer, Contractor (or Owner/Builder), Inspector of Record, and all Special Inspectors. Each box marked with an 'X', indicates that a Verified Compliance Report must be filed at the described milestone or interval.

Elements of Construction may include but are not limited to; Construction Preparation, Site Work, Foundation, Concrete, Masonry, Steel, Wood, Roofing, Fire Rated Construction, Above Ceiling Components, Architectural Elements, Equipment Anchorage, Fire Protection Systems, Miscellaneous Systems, Plumbing Systems, Mechanical Systems, Electrical Systems, and Substantial Completion. OSHPD Plan Review must accept this list of observations as complete.

The Inspector of Record shall maintain copies of all Verified Compliance Report forms. Work to be observed shall not be covered, occupied, or used until written acceptance by all individuals identified in the table and the OSHPD field staff has been received.

A MILESTONE method for establishing observations of construction means the project is observed based upon the progress of the work. An INTERVAL method for establishing observations of construction means the project is observed based upon calendar frequency. Section D layout shall include the following:

- **REFERENCE NO. (Ref. No.)** – A reference number must be included for coordination with the Verified Compliance Report (see form OSH-FD-123).
- **REQUIRED CONSTRUCTION OBSERVATION / MILESTONE OR INTERVAL** – A complete description of the specific milestone/interval (element or system) to be observed.
- **VERIFIED COMPLIANCE REPORT REQUIRED AS INDICATED / OSH-FD-123** - The specified individuals are as required by Title 24, Part One, Section 7-151. This table identifies which individuals are required to submit the OSHPD Verified Compliance Report form (OSH-FD-123) for each milestone defined by the design professional. This form replaces the discontinued Verified Report Form. The Verified Compliance Report is

based upon 'personal knowledge' as defined in Section 7-151. Each box marked with an 'X', indicates that a Verified Compliance Report must be filed.

- **FOR OFFICE USE ONLY / OSHPD-FDD** – OSHPD field staff may at any time review the accumulated Verified Compliance Reports at the project site, against the required Reports. Field Staff will initial and date lines they verify as in compliance. Projects with Reports not submitted to the field are subject to Stop Work Orders.

NOTE: Final Verified Compliance Reports are required on all projects from all individuals identified in Title 24, Part One. At a minimum, a Final Verified Compliance Report is required from the contractor (who may be an owner/builder) and the IOR.

After completion of Section D, the last page includes a location where the Architect or Engineer in responsible charge indicates they have attached samples of test and inspection forms required by Section 7-142(h) or, when the scope of the project does not require tests or special inspections, indicates that samples are not required.

Prior to signing in Section E, the Architect or Engineer in responsible charge shall also indicate the time limit for the submission of required test and inspection reports to OSHPD FDD.

Section E

This section provides for the signature of the Architect or Engineer in responsible charge of the project. It is this individual who is responsible for submitting the Tests, Inspection and Observation Program to OSHPD. OSHPD FDD staff will sign in this section upon plan approval and building permit approval.

- Architect or Engineer in responsible charge of the project to sign and date the Tests, Inspection, and Observation Program submittal. Print first and last name and indicate profession license number.
- OSHPD Plan Review to sign and date, indicating the acceptance and approval of all listed Tests, Inspections, and Observations.
- OSHPD Field Staff to sign and date, indicating the acceptance and approval of the firms or individuals proposed to perform the tests and special inspections.